

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Various
Section/Unit: Various

Schedule Use: Department Wide

Schedule No.: 94-0020 **Admin. Chg. Date:** 10-15-97

Records Series Title: INVENTORY MANAGEMENT REPORT FILE

Description: Documents relating to supply inventory control, management, billing and accounting of consumable goods. Linked to the state wide Georgia Integrated Financial System (GIFS), entering a requisition automatically subtracts from supply inventory and charges the requisitioning unit's GIFS expenditure account.

Included, but not limited to, is an EDP system and file producing a variety of paper reports such as Inventory Input Activity Proof Register (RA10007R), Journal Voucher (RA 10468R), Outstanding Orders Report (RA 10440R), Requisition Reconciliation Report (RA 10247R), Stock Status Report (RA 10232R), Transaction Register (RA 10245R), and Departmental Issue and Cost Analysis Summary-"Bill"; and miscellaneous specialized reports may be produced, as required, by a given organizational location.

File Arrangement: File is arranged by year, then by report type.

Retention/Disposition Instructions:

- 1) Originating Office, Facility or Institution Generating and Maintaining Original Record Files.
 - A) Paper
Cut off file at end of each fiscal year; hold in current files area 1 year; transfer to local holding area or State Records Center, hold 4 years; then destroy. Earlier transfer to local holding area or State Records Center is authorized provided records are maintained a total of 5 years after cut off before destruction.
 - B) EDP Electronic Records
Update as needed.
- 2) Distributed Paper Copies (Reference) - Other Than Originating Office, Facility or Institution Described as "1)".
Hold until any problems or questions have been resolved; or until no longer needed for reference; then destroy.

Confidential: No - Open Record.

Supersedes: 94-0020 (8-23-94)

97-257

(a:94-0020)

970922-04

STATE RECORDS COMMITTEE

Approval Signature Sheet

Records Retention Schedule

Application #920102-01

Sheet 7 of 7

Schedule Number: 94-0020

Effective Date: 08/23/94

Creating Agency: Department of Human Resources
Assistant Commissioner for Budget Services
Office of Support Services
Policy, Training and Records Management Unit.

Series Title: Inventory Management Report File.

Dates Covered: 1987 - [ongoing]

Access: Open

Disposition Instructions: *Disposition*
Originating office, facility or institution generating and maintaining original records files:

Paper files:

Cut off file at end of fiscal year.

Hold in current files area one (1) year.

Transfer to local holding area or to State Records Center and hold four (4) years.

Destroy.

EDP Electronic File:

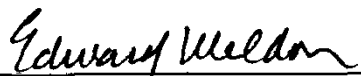
Update as needed.

Distributed paper (reference) copies:

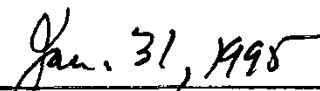
Hold until problems or questions are resolved, or until no longer needed for reference.

Destroy.

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon
Secretary of State Designee



Date